FRONTLINE MANAGERS - FAST FACTS

These In-services are designed to assist and support our frontline managers and supporting managers with their roles and responsibilities in relation to core operational functions and where to access resources easily.

MNHHS Learning Management System (LMS)

Metro North has implemented the first phase of the Learning Management System (LMS) for all staff. Access the LMS to view your training records and complete or record mandatory training courses located on the LMSWEBPAGE. https://mnhhs.sabacloud.com

Click the SABA Desktop icon (see below) to log in to the LMS. If you are on a work computer, you will be automatically logged in if Internet Explorer is the default browser on your computer.
For shared computers still on Windows 7 or for further information view the Log on to the LMS quick guide. On the MNHHS LMS Web page there are Quick Reference Guides available for Managers and Instructors. Instructors.

Try it on mobile

1. Search for and download the Saba Cloud app from Google Play or the Apple App store.
2. Type ‘mnhhs’ as the site name when you first open the app.
Enter your work email address and Novell (work computer) password details to log in.

Check your information - When you have logged in to the LMS, check the following things are correct:

• Learning history for mandatory training
• Your manager/s and direct reports
• Personal details including job/position

If you find any incorrect information, contact IT Support online or call IT Support on 1800 198 175.

What do I if I receive an error message (120444) when I try to Log into the LMS

1. Contact your line manager to confirm you are listed in their My Team tab and confirm the email address in your Profile.
2. If your QH Email is not listed in your Profile, visit the Online Provisioning System through the IT Support online to update your Email and Employee No. in your Person Details.

LMS Dashboards

The Health Funding and Data Insights team have developed a series of Qlik dashboards for LMS reporting and mandatory training compliance. If you require access to training data from the LMS, follow the Request LMS Dashboard Access guide. The Data Insights team will continue working with the LMS team to develop more dashboards to meet business requirements.

LMS Job Aids

In addition to the Quick Reference Guides, Managers and Instructors can access LMS Job Aids which provide full step-by-step instructions.

Feedback and Help

See the Learner Troubleshooting FAQs more information about the LMS.
Visit the LMS support page for issue resolution information and process
For any support queries, contact IT Support online or call IT Support on 1800 198 175.